



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON
U.S. ARMY SIGNAL CENTER AND FORT GORDON
FORT GORDON, GEORGIA 30905-5000

REPLY TO
ATTENTION OF:

OCT 13 2010

IMSE-GOR-HRM-C

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic Military Personnel Office (eMILPO) MEMORANDUM
Number 3 – Reporting of National Guard and U.S. Army Reserve (NG/USAR) Personnel on
the eMILPO Database

1. This memorandum supersedes eMILPO Memorandum Number 3, subject as above, dated 28 Feb 08.

2. References:

- a. DA PAM 600-8, Management and Administrative Procedures, 1 Aug 86.
 - b. AR 630-10, Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings, 13 Jan 06.
 - c. eMILPO Functional Guidance, 14 Sept 06.
 - d. Soldier Record Data Center – functional proponent Army Human Resources Command.
3. The purpose of this memorandum is to establish procedures required to report and maintain NG/USAR personnel on the eMILPO Database.
4. The following are responsible for submission of the transactions for NG/USAR personnel.
- a. Personnel Service Branch is responsible for inprocessing permanent party NG/USAR personnel and submitting attachment transactions. Any NG/USAR Soldiers that are ordered to Active Duty will be inprocessed and a copy of their orders will be provided to the Personnel Automation Branch (PAB). The PAB will submit the Mobilization transaction accessing the Soldier onto the Active Army Database. An arrival transaction should not be submitted on NG/USAR personnel unless expressly stated in the order.

b. Trainee/Student Processing Branch (In/Out Processing)

Will submit attachment transactions for any NG/USAR personnel that reports to Fort Gordon as trainees/students. No arrival transactions will be submitted unless expressly stated in the order.

IMSE-GOR-HRM-C

SUBJECT: Electronic Military Personnel Office (eMILPO) MEMORANDUM
Number 3 – Reporting of National Guard and U.S. Army Reserve (NG/USAR) Personnel on
the eMILPO Database

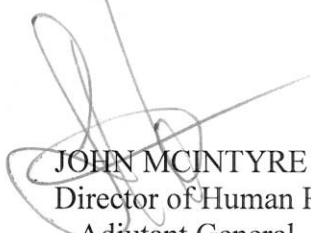
c. Unit/PAC

(1) Miscellaneous transactions, to include grade changes and flags, should be submitted by the unit as necessary.

(2) When NG/USAR personnel are returned to their parent unit, the current unit of attachment will submit the relief from attachment transaction by inserting the Attachment End Date into the Attached transaction.

(3) Will submit duty status changes for NG/USAR when required. In the event of absent without leave or desertion, DA PAM 600-8, paragraph 9-13, and AR 630-10, paragraph 5-7, will be followed.

5. This memorandum will be maintained on file by each Fort Gordon unit/activity.



JOHN MCINTYRE
Director of Human Resources/
Adjutant General

DISTRIBUTION:

Project Manager, AKIMA

POB

PSB

Str Mgt Br

Transition Point

TSPB

Cdr, U.S. Army Garrison

Cdr, 116th MI Gp

Cdr, 442d Sig Bn

Cdr, 15th Sig Bde

Cdr, 73d Ord Bn

Cdr, 35th Sig Bde

Cdr, 67th Sig Bn

Cdr, 513th MI Bde

Cdr, 297th MI Bn

(CONT)

IMSE-GOR-HRM-C

SUBJECT: Electronic Military Personnel Office (eMILPO) MEMORANDUM

Number 3 – Reporting of National Guard and U.S. Army Reserve (NG/USAR) Personnel on the eMILPO Database

DISTRIBUTION: (CONT)

Cdr, 35th MP Det

Cdr, EAMC

ADL

DENTAC

Cmdt, NCO Academy

Cdr, 3d Region

Cdr, 249th Med Hosp

Cdr, 206th MI Bn

Cdr, 369th Sig Bn

Cdr, 447th Sig Bn

Cdr, 551st Sig Bn

Cdr, 63d Sig Bn

Cdr, 56th Signal

Cdr, 202nd MI Bn

Cdr, 56th SC HQs

Cdr, 7th Signal Command